



VENDOR/EXHIBIT REQUEST FORM

Company Name:			
Address:			
Contact:			
Phone:		E-mail:	

*A credit card form will be sent via certifi.
Payment must be received 5 days prior to event.*

		QTY	PRICE
Electrical Access	\$25.00/day + taxes = \$26.50		
Hardwire Internet (5x5 mbps)	\$50.00/line per day + taxes = \$53.00		
Box Handling Fee (less than 25lbs)	\$7.50/box + taxes = \$7.95		
Larger boxes/Display Cases	\$35.00/box + taxes = \$37.10		
Crates/Pallets	\$150.00/each + taxes = \$159.00		

Ship to:	Sheraton Norfolk Waterside Hotel Conference Name/Date: Vendor Name 777 Waterside Drive Norfolk, VA 23510	Do not ship more than 5 days prior to the conference.
Hotel Contact:	Maria Lopez- maria.lopez@atriumhospitality.com Sales and Events Service Manager Direct: 678-829-4268	